

**TOWNSHIP OF CHESHIRE**  
**ALLEGAN COUNTY, MICHIGAN**  
03-1030  
**FINANCIAL STATEMENTS**  
**YEAR ENDED MARCH 31, 2004**



# AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name <b>Cheshire Township</b>	County <b>Allegan</b>
Audit Date <b>3-31-04</b>	Opinion Date <b>9-13-04</b>	Date Accountant Report Submitted to State: <b>9-22-04</b>	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

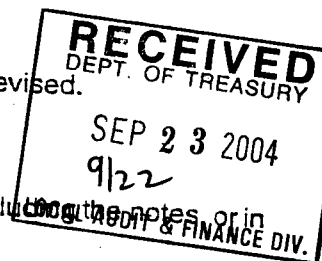
You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ yes ☐ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

## We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) <b>Campbell, Angle &amp; Steffes, PC</b>			
Street Address <b>428 Water Street</b>	City <b>Allegan</b>	State <b>MI</b>	ZIP <b>49010</b>
Accountant's Signature <i>Theresa E. Steffes CPA, Campbell Angle &amp; Steffes P.C.</i>			



## **TOWNSHIP OF CHESHIRE**

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## INDEPENDENT AUDITOR'S REPORT

September 13, 2004

To the Township Board  
Township of Cheshire  
Allegan County, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Cheshire, Allegan County, Michigan as of and for the year ended March 31, 2004, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Cheshire Township, Allegan County, Michigan management. Our responsibility is to express an opinion on these financial statements based on our audit.

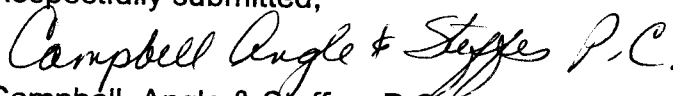
We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Cheshire as of March 31, 2004, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements-and Management's Discussion and Analysis- for State and Local Governments, as of March 31, 2003.

The management's discussion and analysis and budgetary comparison information on pages 2 and 18 through 19 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Respectfully submitted,

  
Campbell, Angle & Steffes, P.C.  
Certified Public Accountants

## **Management's Discussion and Analysis**

### **Using this Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Township as a whole and present a longer-term view of the Township's finances. Fund financial statements tell how these services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report the Township's operations in more detail than the government-wide financial statements.

### **The Township as a Whole**

The Township's combined net assets increased 33% from one year ago increasing from \$519 thousand to \$689 thousand. The Township is still building the road fund for a construction project that is currently in progress.

The Township's net assets are very sound.

### **Governmental Activities**

The Township has increased its financial position, yet expended funds for maintenance and improvements as needed. The Township incurred larger than normal legal fees regarding the passing of a new zoning package, purchased new assessing software and plotted the new cemetery. The Township incurred no debt on any of these projects.

### **Economic Factors and Next Year's Budget and Rates**

State revenue sharing payments are expected to once again decline from prior levels. Tax base will stay the same or slightly increase from new homes in the Township. Our road construction project should be done this year.

### **Contacting the Township's Management**

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Township's finances and to show the Township's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Clerk's office.

**TOWNSHIP OF CHESHIRE**  
**GOVERNMENT WIDE STATEMENT OF NET ASSETS**  
**MARCH 31, 2004**

	<u>Primary Government</u>	
	<u>Governmental Activities</u>	<u>Total</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 417,856	\$ 417,856
Receivables - net	210,234	210,234
Prepays	1,415	1,415
Capital assets - net	<u>64,346</u>	<u>64,346</u>
Total Assets	<u>693,851</u>	<u>693,851</u>
<b>LIABILITIES</b>		
Accounts payable	4,883	4,883
Accrued and other liabilities	0	0
Noncurrent Liabilities		
Due within one year	0	0
Due in more than one year	<u>0</u>	<u>0</u>
Total Liabilities	<u>4,883</u>	<u>4,883</u>
<b>NET ASSETS</b>		
Invested in Capital Assets		
Net of related debt	64,346	64,346
Restricted For		
Streets and highways	391,773	391,773
Public safety	1,254	1,254
Cemetery	630	630
Unrestricted	<u>230,965</u>	<u>230,965</u>
Total Net Assets	<u>\$ 688,968</u>	<u>\$ 688,968</u>

**TOWNSHIP OF CHESHIRE**  
**GOVERNMENT WIDE STATEMENT OF ACTIVITIES**  
**YEAR ENDED MARCH 31, 2004**

Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets		
					Governmental Activities	Primary Government Business-Type Activities	Total
<b>Primary Government</b>							
General government	90,767	5,855	0	0	(84,912)	0	(84,912)
Public safety	63,071	18,088	0	0	(44,983)	0	(44,983)
Public works	57,513	425	0	0	(57,088)	0	(57,088)
Health and welfare	2,500	0	0	0	(2,500)	0	(2,500)
Community/Economic development	8,085	0	0	0	(8,085)	0	(8,085)
Recreation and cultural	4,200	0	0	0	(4,200)	0	(4,200)
Total Governmental Activities	<u>226,136</u>	<u>24,368</u>	<u>0</u>	<u>0</u>	<u>(201,768)</u>	<u>0</u>	<u>(201,768)</u>
Total Primary Government	<u>\$ 226,136</u>	<u>\$ 24,368</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>(201,768)</u>	<u>0</u>	<u>(201,768)</u>
<b>General Revenues</b>							
Property taxes					188,328	0	188,328
State-shared revenues					175,593	0	175,593
Interest and rentals					6,763	0	6,763
Franchise fees					0	0	0
Miscellaneous					1,385	0	1,385
Transfers					0	0	0
Total General Revenues-Special Items and Transfers					<u>372,069</u>	<u>0</u>	<u>372,069</u>
Change in Net Assets					<u>170,301</u>	<u>0</u>	<u>170,301</u>
Net Assets-Beginning					518,667	0	518,667
Net Assets-Ending					<u>\$ 688,968</u>	<u>\$ 0</u>	<u>\$ 688,968</u>

The Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF CHESHIRE**  
**GOVERNMENTAL FUND BALANCE SHEET**  
**March 31, 2004**

	General Fund	Road Fund	Non-Major Governmental Fund	Total Governmental Fund
<b>ASSETS</b>				
Cash and cash equivalents	\$ 178,183	\$ 237,789	\$ 1,884	\$ 417,856
Investments	0	0	0	0
Receivables - net	27,011	21,651	0	48,662
Due from other funds	29,239	132,333	0	161,572
Prepays	1,415	0	0	1,415
Total Assets	<u>235,848</u>	<u>391,773</u>	<u>1,884</u>	<u>629,505</u>
<b>LIABILITIES</b>				
Accounts payable	4,883	0	0	4,883
Due to other funds	0	0	0	0
Total Liabilities	<u>4,883</u>	<u>0</u>	<u>0</u>	<u>4,883</u>
<b>FUND BALANCES</b>				
Reserved for				
Road projects	0	391,773	0	391,773
Unreserved	<u>230,965</u>	<u>0</u>	<u>1,884</u>	<u>232,849</u>
Total Fund Balances	<u>\$ 230,965</u>	<u>\$ 391,773</u>	<u>\$ 1,884</u>	<u>\$ 624,622</u>

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Capital assets used in governmental activities are not financial resources and are not reported in the funds. 64,346

Net Assets of Governmental Activities \$ 688,968

The Notes to Financial Statements are an integral part of this statement.



**TOWNSHIP OF CHESHIRE**  
**GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**  
**March 31, 2004**

	General Fund	Road Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>Revenues</b>				
Taxes and penalties	\$ 34,345	\$ 153,983	\$ 0	\$ 188,328
Licenses and permits	0	0	18,088	18,088
State aid	175,593	0	0	175,593
Charges for services	5,855	0	425	6,280
Interest and rentals	2,339	4,424	0	6,763
Other revenue	417	968	0	1,385
<b>Total Revenues</b>	<b>218,549</b>	<b>159,375</b>	<b>18,513</b>	<b>396,437</b>
<b>Expenditures</b>				
Current				
General government	85,460	0	0	85,460
Public safety	44,519	0	18,552	63,071
Public works	17,206	21,886	18,421	57,513
Health and welfare	2,500	0	0	2,500
Recreation and cultural	4,200	0	0	4,200
Community/Economic development	8,085	0	0	8,085
Capital outlay	3,672	0	8,962	12,634
<b>Total Expenditures</b>	<b>165,642</b>	<b>21,886</b>	<b>45,935</b>	<b>233,463</b>
<b>Excess of Revenues Over (Under)</b>	<b>52,907</b>	<b>137,489</b>	<b>(27,422)</b>	<b>162,974</b>
<b>Other Financing Sources (Uses)</b>				
Transfers in	0	0	28,732	28,732
Transfers (out)	(28,732)	0	0	(28,732)
<b>Total Other Financing Sources (Uses)</b>	<b>(28,732)</b>	<b>0</b>	<b>28,732</b>	<b>0</b>
<b>Excess of Revenue and Other Sources Over (Under) Expenditures &amp; Other Uses</b>	<b>24,175</b>	<b>137,489</b>	<b>1,310</b>	<b>162,974</b>
Fund Balance-April 1, 2003	206,790	254,284	574	461,648
Fund Balance-March 31, 2004	\$ 230,965	\$ 391,773	\$ 1,884	\$ 624,622

The Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF CHESHIRE  
FIDUCIARY FUNDS-STATEMENT OF NET ASSETS  
MARCH 31, 2004**

	<u>Agency Fund (Property Tax Collection Fund)</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ <u>161,572</u>
Total Assets	<u>\$ 161,572</u>
<b>LIABILITIES</b>	
Due to other governmental units	\$ <u>161,572</u>
Total Liabilities	<u>\$ 161,572</u>

The Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Township of Cheshire, Allegan County, Michigan is a general law Township. The Township operates under an elected Board/Supervisor form of government and provides the following services as authorized by its charter: public safety, highways and street, public improvements, cultural recreation, planning and zoning, and administrative services.

The accounting policies of the Township of Cheshire conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

**A. The Reporting Entity**

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14, "The Financial Reporting Entity", these financial statements present the Township. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included.

**B. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e. the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements.

Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

Property taxes, state-shared revenue, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current period. All other revenue items are considered to be available only when cash is received by the government.

The government reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Road Fund is a Special Revenue Fund of the Township. The Road Fund is used to account for the proceeds of specific revenue tax millages that are legally restricted to expenditures for specified purposes.

Additionally, the government reports the following non-major fund types:

The Building Inspection Fund is a Special Revenue Fund of the Township. The Building Inspection Fund is used to account for all resources of the Township's permits and licenses.

The Cemetery Fund is a Special Revenue Fund of the Township. The Cemetery Fund is used to account for all resources of the Township's cemetery.

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation**  
(continued)

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule would be charges between the government's enterprise funds and various other functions of the government. Eliminations of these charges would distort the direct costs and program revenues reported for the various functions concerned. The Township of Cheshire does not have enterprise funds.

Amounts reported as program revenue include: (1) charges to customers or applicants for goods, services or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenue rather than as program revenue. Likewise, general revenue includes all taxes.

Finally, the government reports the following fund types:

The Tax Collection Fund is a Fiduciary Fund accountable for assets held by the Township in a trustee or agency capacity for individuals, private organizations, other governments, and/or other funds.

**D. Assets, Liabilities, and Net Assets or Equity**

Bank Deposits and Investments-Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables and Payables-In general, outstanding balances between funds are reported as "due to/from other funds." Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "advances to/from other funds." Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances."

All trade and property tax receivables are shown as net of allowance for uncollectible amounts. Property taxes are levied on each December 1st on the taxable valuation of property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year, at which time penalties and interest are assessed. Summer State Education taxes are collected directly by the County.

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Assets, Liabilities, and Net Assets or Equity (Continued)**

Inventories and Prepaid Items-Inventories are valued at cost, on a first-in, first-out basis. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets-Capital assets, which include property, plant, equipment, infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Property, plant and equipment is depreciated using the straight-line method over the following useful lives:

Buildings	30 to 40 years
Building Improvements	15 to 30 years
Roads	10 to 30 years
Fire Equipment	07 to 25 years
Vehicles	03 to 05 years
Office Equipment	05 to 07 years
Computer Equipment	03 to 07 years

Compensated Absences (Vacation and Sick Leave)-It is the government's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. There is no liability for unpaid accumulated sick leave since the government does not have a policy to pay any amounts when employees separate from service with the government. All vacation pay is accrued when incurred in the government-wide proprietary and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only for employee terminations as of year-end.

Fund Equity-In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The Government-wide financial statements differ from the Governmental fund financial statements only for the effect of the inclusion of capital assets.

Capitalized Asset Costs	\$ 97,850
Less Accumulated Depreciation	<u>(33,504)</u>
Capital Assets, net	64,346
Governmental Fund Balances	<u>624,622</u>
Net Assets of Governmental Activities	<u>\$ 688,968</u>

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 3 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

Budgetary Information-The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Formal budgetary integration is employed as a management control device during the year. These budgets are adopted on a basis consistent with generally accepted accounting principles.
2. The Township Board approves, by ordinance, total budget appropriations only. Any revisions that alter the total appropriations of any fund must be approved by the Township Board, therefore, the level of budgetary responsibility is by total appropriations; however, for report purposes, this level has been expanded to a functional basis (General Government, Public Safety, etc.).
3. Unused appropriations for all of the above annually budgeted funds lapse at the end of the year.
4. The budget amounts shown in the financial statements are the final authorized amounts as revised during the year.

Excess of Expenditures Over Appropriations in Budgeted Funds-During the year, the Local Governmental Unit incurred expenditures in certain budgeted funds which were in excess of the amounts appropriated, as follows:

<u>Budget Item</u>	<u>Budget Appropriation</u>	<u>Actual Expenditure</u>
General Fund -Transfer to other funds	28,600	28,732
General Fund - Public works	14,350	17,206
Roads-Public works	20,000	21,886

Fund Deficits-The Local Governmental Unit has no accumulated fund balance deficits at this time.



**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 4 - DEPOSITS AND INVESTMENTS**

Michigan Compiled Laws, Section 129.91, authorizes the local governmental unit to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other direct obligations of the United States or any agency or instrumentality of the United States; United States government of federal agency obligations; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Local Governmental Unit Board has designated several banks for the deposit of Local Unit funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and CDs, but not the remainder of State statutory authority as listed above.

The Local Governmental Unit's deposits and investment policy are in accordance with statutory authority.

At year-end, the Local Unit's deposits and investments were reported in the basic financial statements in the following categories:

	<u>Governmental Activities</u>	<u>Fiduciary Funds</u>	<u>Total Primary Government</u>
Cash and Cash Equivalents	\$ 417,856	\$ 161,572	\$ 579,428

The breakdown between deposits and investments is as follows:

	<u>Primary Government</u>
Bank Deposits (checking and savings accounts, certificates of deposit)	\$ 579,428
Investments in Securities, Mutual Funds and Similar Vehicles	-
Petty Cash and Cash on Hand	-
Total	<u>\$ 579,428</u>

The bank balance of the primary government's deposits is \$579,428, of which \$480,067 is covered by federal depository insurance.

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 5 - RECEIVABLES**

Receivables as of year-end for the government's individual major, nonmajor funds and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are reported in the Government Wide Statement of Net Assets as follows:

	<u>Major Funds</u>		<u>Non-Major and Other Funds</u>	<u>Totals</u>
	<u>General Fund</u>	<u>Road Special Millage</u>		
Taxes receivable	\$ 4,500	\$ 21,651	\$ 0	\$ 26,151
State share revenue receivable	22,511	0		\$ 22,511
Due from other funds	29,239	132,333	0	161,572
Less: allowance for uncollectibles	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Receivables	<u>\$ 56,250</u>	<u>\$ 153,984</u>	<u>\$ 0</u>	<u>\$ 210,234</u>

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 6 - CAPITAL ASSETS**

Capital asset activity of the primary government for the current year was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>				
Capital Assets Not Being Depreciated				
Land	\$ 16,984	\$ 8,962	\$ 0	\$ 25,946
Construction in Progress	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	<u>16,984</u>	<u>8,962</u>	<u>0</u>	<u>25,946</u>
Capital Assets Being Depreciated				
Buildings	50,579	0	0	50,579
Improvements other than buildings	0	0	0	0
Machinery and equipment	17,653	3,672	0	21,325
Infrastructure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	<u>68,232</u>	<u>3,672</u>	<u>0</u>	<u>71,904</u>
Less Accumulated Depreciation for				
Buildings	16,262	1,676	0	17,938
Improvements other than buildings	0	0	0	0
Machinery and equipment	11,934	3,632	0	15,566
Infrastructure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	<u>28,196</u>	<u>5,308</u>	<u>0</u>	<u>33,504</u>
Net Capital Assets Being Depreciated	<u>40,036</u>	<u>(1,636)</u>	<u>0</u>	<u>38,400</u>
Governmental Activities Capital Total				
Capital Assets-Net of Depreciation	<u>\$ 57,020</u>	<u>\$ 7,326</u>	<u>\$ 0</u>	<u>\$ 64,346</u>

Depreciation expense was charged to programs of the primary government as follows:

<b>Governmental Activities</b>	
General government	\$ 5,308
Public safety	0
Public works	0
Economic development	0
Recreation and culture	<u>0</u>
Total Governmental Activities	<u>\$ 5,308</u>

**TOWNSHIP OF CHESHIRE  
ALLEGAN COUNTY, MICHIGAN  
NOTES TO FINANCIAL STATEMENTS  
MARCH 31, 2004**

**NOTE 7 - INTERFUND RECEIVABLES, PAYABLE AND TRANSFERS**

The composition of interfund balances is as follows:

**Due To/From Other Funds**

<u>Receivable Fund</u>		<u>Payable Fund</u>	<u>Amount</u>
General	\$ 29,239	Tax Collection	\$ 29,239
Road Special Millage	<u>132,333</u>	Tax Collection	<u>132,333</u>
Total	<u>\$ 161,572</u>		<u>\$ 161,572</u>

**Interfund Transfers**

<u>Transfers In</u>	<u>Transfers (Out)</u>		<u>Total</u>
	<u>General Fund</u>	<u>Non-Major Governmental Funds</u>	
Non-Major Governmental Fund	<u>\$ 28,732</u>	<u>\$ 0</u>	<u>28,732</u>
Total	<u>\$ 28,732</u>	<u>\$ 0</u>	<u>\$ 28,732</u>

## **REQUIRED SUPPLEMENTAL AND ADDITIONAL INFORMATION**

**TOWNSHIP OF CHESHIRE  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED MARCH 31, 2004**

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance With Amended Budget</u>
Beginning of Year Fund Balance	206,790	206,790	206,790	0
Resources (Inflows)				
Property taxes and penalties	31,000	31,000	34,345	3,345
State aid	160,000	160,000	175,593	15,593
Licenses and permits	0	0	0	0
Charges for services	5,500	5,500	5,855	355
Interest and rentals	4,000	4,000	2,339	(1,661)
Miscellaneous revenues	1,800	1,800	417	(1,383)
Transfers from other funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Amounts Available for Appropriation	409,090	409,090	425,339	16,249
Charges to Appropriations (Outflows)				
General Government	91,580	92,530	85,460	7,070
Public Safety	45,000	47,000	44,519	2,481
Public Works	14,350	14,350	17,206	(2,856)
Health and welfare	2,500	2,500	2,500	0
Recreation and cultural	4,200	4,200	4,200	0
Community/Economic development	9,500	9,500	8,085	1,415
Capital outlay	1,000	3,772	3,672	100
Transfers to other funds	<u>19,100</u>	<u>28,600</u>	<u>28,732</u>	<u>(132)</u>
Total Charges to Appropriations	<u>187,230</u>	<u>202,452</u>	<u>194,374</u>	<u>8,078</u>
Budgetary Fund Balance-March 31	<u>\$ 221,860</u>	<u>\$ 206,638</u>	<u>\$ 230,965</u>	<u>\$ 24,327</u>

**TOWNSHIP OF CHESHIRE  
BUDGETARY COMPARISON SCHEDULE  
MAJOR ROAD FUND  
YEAR ENDED MARCH 31, 2004**

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance with Amended Budget</u>
Beginning of Year Fund Balance	\$ 254,284	\$ 254,284	\$ 254,284	\$ 0
Resources (Inflows)				
Property taxes	147,600	147,600	153,983	\$ 6,383
Interest and rentals	800	800	4,424	\$ 3,624
Other revenue	<u>0</u>	<u>0</u>	<u>968</u>	<u>\$ 968</u>
Amounts Available for Appropriation	<u>402,684</u>	<u>402,684</u>	<u>413,659</u>	<u>10,975</u>
Charges to Appropriation (Outflows)				
Public Works				
Roads	<u>20,000</u>	<u>20,000</u>	<u>21,886</u>	<u>(1,886)</u>
Total Charges to Appropriations	<u>20,000</u>	<u>20,000</u>	<u>21,886</u>	<u>(1,886)</u>
Budgetary Fund Balance-March 31	<u>\$ 382,684</u>	<u>\$ 382,684</u>	<u>\$ 391,773</u>	<u>\$ 9,089</u>

**TOWNSHIP OF CHESHIRE  
COMBINING BALANCE SHEET  
NON-MAJOR GOVERNMENTAL FUNDS  
YEAR ENDED MARCH 31, 2004**

	Special Revenue Funds		Total Non-Major Governmental Funds
	Cemetery	Building Inspection	
Assets			
Cash and cash equivalents	\$ 630	\$ 1,254	\$ 1,884
Investments	0	0	0
Taxes receivable	0	0	0
Total Assets	<u>\$ 630</u>	<u>\$ 1,254</u>	<u>\$ 1,884</u>
Liabilities and Fund Equity			
Liabilities			
Accounts payable	\$ 0	0	\$ 0
Accrued liabilities	0	0	0
Total Liabilities	0	0	0
Fund Balance			
Reserved	630	1,254	1,884
Unreserved	0	0	0
Total Fund Equity	<u>630</u>	<u>1,254</u>	<u>1,884</u>
Total Liabilities and Fund Equity	<u>\$ 630</u>	<u>\$ 1,254</u>	<u>\$ 1,884</u>



**TOWNSHIP OF CHESHIRE**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**NON-MAJOR GOVERNMENTAL FUNDS**  
**YEAR ENDED MARCH 31, 2004**

	Special Revenue Funds		Total Non-Major Governmental Funds
	Cemetery	Building Inspection	
Revenues			
Taxes and penalties	0	0	0
Licenses and permits	0	0	0
Charges for services	425	18,088	18,513
Interest and rentals	0	0	0
Other revenue	0	0	0
Total Revenues	425	18,088	18,513
Expenditures			
Current			
General government	0	0	0
Public safety	0	18,552	18,552
Public works	18,421	0	18,421
Recreation and culture	0	0	0
Other	0	0	0
Capital outlay	8,962	0	8,962
Total Expenditures	27,383	18,552	45,935
Excess of Revenues Over (Under) Expenditures	(26,958)	(464)	(27,422)
Other Financing Sources (Uses)			
Transfers in	27,014	1,718	28,732
Transfers (out)	0	0	0
Total Other Financing Sources (Uses)	27,014	1,718	28,732
Excess of Revenue and Other Sources Over (Under) Expenditures and Other Uses	56	1,254	1,310
Fund Balance-April 1, 2003	574	0	574
Fund Balance-March 31, 2004	\$ 630	\$ 1,254	\$ 1,884

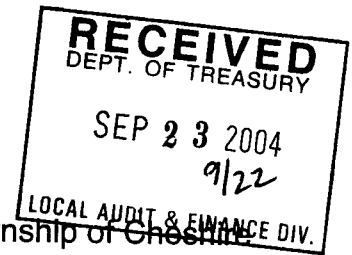
# CAMPBELL, ANGLE & STEFFES, P.C.

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Scott E. Campbell, CPA, CGFM  
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Theresa E. Steffes, CPA



September 13, 2004

In planning and performing the audit of the Financial Statements of the Township of Cheshire for the year ended March 31, 2004, we considered the Township's internal control structure to determine audit procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of a few matters that are an opportunity to strengthen internal control and increase operating efficiency. We offer the following items for your consideration.

## **Uninsured Funds**

The Township currently has cash funds in four banks, with a total of \$99,361 over the federally insured level as of March 31, 2004. We recommend that no more than \$200,000 be maintained in any one bank, \$100,000 limit each in savings and demand accounts, to avoid risk of uninsured losses that may occur.

## **Budget Review**

During our audit, we noted three expenditures in excess of its budgeted amount. We observed regular review of the budget in the board minutes. Continued review is recommended.

<u>Budget Item</u> <u>Amount</u>	<u>Budget Approved</u>	<u>Expenditure</u>
General Fund - Transfers Out	\$ 28,600	\$ 28,732
General Fund - Public Works	14,350	17,206
Roads - Public Works	20,000	21,886

## **Tax Collection Fund Activity**

The tax collection fund is fiduciary in nature. Cash balances of \$161,572 as of March 31, 2004 were owed to the other funds of the Township. These cash balances should be closed out to the General Fund and special revenue funds prior to the end of the fiscal year.

## **Accounting Ledgers**

Township fund accounting can be improved by assigning all chart of accounts numbers and accounts into the respective funds to which they apply. The Quick Book accounting software can be programmed into classes to account for each fund activity. Account activity and reporting by fund does allow the township officials to better follow individual fund transactions and meets required State of Michigan reporting requirements. We can assist with this programming if requested.

Accounting records should be analyzed for input of payroll transactions. Payroll transactions should be recorded at gross pay, netting payroll tax liabilities and expense in the appropriate

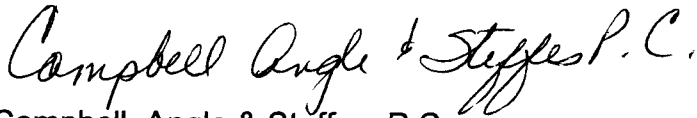
accounts. Currently the payroll transactions are posted at net cash paid only. Your attention is required.

**General**

In general the internal control systems of the Township are good and functioning properly. The comments noted above will help the Township strengthen the existing controls and will help provide greater accountability to residents of the Township.

We greatly appreciate the help and cooperation given us by all Township employees and officials.

Respectfully submitted,

A handwritten signature in cursive script that reads "Campbell Angle & Steffes P.C.".

Campbell, Angle & Steffes, P.C.  
Certified Public Accountants